Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)

JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL
SECTION CHIEF
Environmental Section

Summary: Attorney responsible for supervision of the Environmental Section consisting of five attorneys and two paralegals, in addition to maintaining an appropriate case load. Reports to Chief Counsel for Litigation.

Duties include:

- Assign cases, oversee litigation strategy and otherwise supervise the prosecution and defense of environmental cases.

- Review for approval requests for settlement authority and direct negotiation. Identify suitable cases for negotiated resolution and achieve benefits for clients by resolving issues through bargaining and principled compromise.

- Prosecute and defend the State's interests in civil suits in state and federal courts and in administrative proceedings, in the areas of environmental, natural resources, and public health law. Most of the Section's cases are brought on behalf of the Indiana Department of Environmental Management for the purpose of enforcing State statutes and rules.

- Oversee Section's statistical and case status reports; maintain calendar.

- Recruit, interview, train and supervise Section staff. Review personnel issues. Review and approve attorney leave requests, work schedules, time sheets, travel authorizations and contract requests.

- Provide training and mentoring.

- Oversee the formulation and implementation of short-term and long-term goals designed to enhance efficiency and effectiveness. Oversee the development and implementation of policies, procedures and protocols within the Section through coordination with the Chief Counsel for Litigation and Office of the Attorney General.

- Act as liaison with courts and their staff on questions of case management and compliance with local rules.

- Advise and consult with client agencies regarding litigation. Keeps supervisors, client agencies, and other appropriate parties informed of ongoing matters to establish a cooperative working relationships based on mutual trust, communication, and understanding of goals.

- Review pending legislation and proposed rules affecting litigation.

- Maintain an appropriate case load in addition to administrative duties described herein.

- Perform other legal and administrative duties as assigned at the direction of the Chief Counsel for Litigation or Attorney General.

Qualifications:

- Licensed to practice law in Indiana and admitted to the U.S. District Courts of Northern and Southern Districts of Indiana.
- Civil litigation experience in federal and state court.
- Knowledge of federal and state practice rules and rules of alternative dispute resolution.
- Familiarity with relevant causes of action, federal and state statutes and regulations, and Administrative Orders and Procedures Act.
- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in litigation settings. Ability to work with other attorneys and support staff.
- Ability to zealously negotiate settlements and mediated resolution of cases.
- Ability to work well with clients and witnesses; maintain an objective of service to assigned state agencies; respond promptly to client/agency's needs; solicit client/agency's feedback to improve service; respond to requests for service and assistance; meet commitments.
- Strong sense of ethics; awareness of potential conflicts of interest that arise in public sector; adherence in all respects to Rules of Professional Conduct and State ethic rules.
- Sensitivity to concerns about individual liability and indemnification; awareness of public relations and implications of high-profile cases.
- Ability to manage high-profile and complex caseload.